

## **CITY HALL TASK FORCE MEETING SUMMARY**

The City Hall Task Force met at 11:30 .m. on Tuesday, August 20, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Council Members Kathy Schwantes, Julie Asmus, Fernando Alvarado, Shawn Mueske and Mayor Marv Calvin.

Also present were: City Administrator Brian Gramentz, Public Works Director Christensen, City Planner Sarah Swedburg, Rudy Vigil WRAC 8, Shelby Lindrud "West Central Tribune" and Administrative Assistant Janell Sommers. Also in attendance for presentations were: Jim Back, Jared Voge and Bruce Peterson. Members of the public who attended were Dirk Mueleners, Darlene Schroeder, Jeanne and Ron Christianson.

A motion was made by Shawn Mueske, seconded by Julie Asmus and passed to accept the minutes of the July 16, 2019 meeting.

Chair Schwantes turned the meeting over to staff for an overview of the current community center site. The current site is approximately 5 acres in size with all four lots. Chair Schwantes questioned any cited infrastructure concerns which at this point none are known. The ease of access onto the main highway and High Avenue were noted as a positive of this site. Sarah Swedburg conveyed the cost estimated she received from the City of Marshall for a recently constructed walk/bike overpass a bit longer of similar scope at \$2.5 million. It was noted the project would be state aid eligible noting the city received \$1 million a year which is used for all state aid projects. The cost of a traffic signal estimated at \$400,000 noting the intersection would need to meet the warrants.

Chair Schwantes read a letter received from the Community Center Subcommittee indicating their desire of a combined City Hall/Community Center facility. Presentations of conceptual designs of a combined facility at the current community center site were given by Jared Voge of Bolton and Menk, Jim Bach of Marcus Construction and Bruce Peterson of Terwisscha Construction. The Task Force addressed questions to each individual firm and after the presentations it was the consensus of the group that this would be a viable site to construct a joint facility meeting all the required parking, setbacks, street access and storm water issues. Shawn Mueske made a motion to direct staff to prepare a presentation on the viability of this site for consideration by the City Council. Julie Asmus seconded the motion, which carried. It was noted staff include demolition costs in the presentation and also the site factors the Task Force established earlier this year i.e., acquisition costs, environmental issues, visibility, vehicular access, fiber costs, relocation costs, etc.

Chair Schwantes indicated the next step for the Task Force would be to tour some combined City Hall/Community facilities. Staff was directed to send out a Doodle Poll to coordinate a date for tours if possible in September.

The Task Force discussed the recent council action authorizing requests for proposals being approved for the local option sales tax projects and the community center project being bid as an alternate and if the city hall/community center should be bid as one package?

Following discussion, Shawn Mueske made a motion contingent on if the City Council approves this site, that staff be directed to proceed with a Construction Manager at Risk for City Hall and the Community Center as a combined facility. Fernando Alvarado seconded the motion, which carried.

Fernando Alvarado made a motion to direct staff to seek professional service proposals for an architect to design the City Hall/Community Center as a combined facility if the site is approved by Council. Shawn Mueske seconded the motion, which carried.

City Administrator Gramentz gave a brief update on the status of the request for proposals currently being prepared by staff for the local option sales tax projects.

A motion was made, seconded and passed to adjourn the meeting at 12:31 p.m.

Janell Sommers  
Administrative Assistant